King County

IT PROJECT MANAGER
(INFORMATION SYSTEMS ANALYST II)
TERM-LIMITED TEMPORARY POSITION
DEPARTMENT OF DEVELOPMENT AND ENVIRONMENTAL SERVICES
Annual Salary Range $53,712 - $75,692
Job Announcement: 04WM4159TLT
Open: 3/2404   Close: 3/31/04

WHO MAY APPLY: This position is open to all qualified candidates and is a Temporary Term Limited position with full benefits.

WHERE TO APPLY: Required forms and materials must be set to: **Kathy Graves, 900 Oakesdale Avenue SW, Renton, WA 98055, Fax 206-296-6728**. Email applications are encouraged at **kathy.graves@metrokc.gov** (all application materials must be included). MS Word format is preferred. Applications materials must be received by 4:30 p.m. on the closing date (postmarks are NOT ACCEPTED). *PLEASE NOTE*: Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED:
- King County application form
- Resume
- Letter of interest detailing your background and describing how you meet or exceed the requirements

WORK LOCATION: 900 Oakesdale Avenue SW, Renton, WA

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: The Department of Development and Environmental Services is looking for a high-level project manager/systems analyst to provide project management and analysis services for the development of three IT projects – the Project Routing and Management System (PRMS), the inspection Request and Reporting System (IRRS) and the Finance System. Duties and responsibilities include:

- Develop and maintain a project management plan.
- Coordinate the roles and responsibilities of the project team.
- Manage the project schedule.
- Provide technical and analytic expertise in conjunction with the business units to define business and financial processes.
- Work directly with the business users to define functional specifications.
- Lead business analysis meetings, recording minutes and decisions.
- Help to define features and user interface and develop technical specification documents.
- Monitor project progress and make periodic status reports to DDES management and/or the KC Project Management Board as required.
- Maintain a project web site with current status and information for team members and end users.
- Manage implementation assignments and balance workload between available programmers.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE http://www.metrokc.gov/ohrm/jobs.html Website Address (206)-296-8535 TTY

- Lead technical design meetings, recording minutes and decisions.
- Create a testing program and coordinate testing.
- Create a training plan and coordinate training with DDES end-users.
- Maintain a record of all reported program bugs and their resolution.
- Provide general programming assistance when possible (optional).
- Prepare system documentation, including on-line help.
- Work with technical lead to ensure the right product is delivered at the right time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
- Training as a project manager with a clearly defined methodology.
- At least three years experience as an IT project manager.
- Experience managing a broad variety of IT projects.
- Advanced knowledge of analytical, management and finance systems.
- Skill in managing a highly divergent team with different skill levels.
- Experience in managing government projects is preferred.
- Ability to learn business systems rapidly and to enter into an on-going project.
- Advanced understanding of IT systems analysis.
- Advanced understanding of general programming procedures.
- Ability to provide web programming assistance is preferred.
- Strong writing and oral presentation skills.

UNION MEMBERSHIP: Positions in this classification are represented by Local 17, International Federation of Professional and Technical Engineers.

<div align="center">

CLASS CODE: 440100
TLT 32-9998-1606

</div>